RFCUNY Launches Digital Mailbox (Human Resources)

RFCUNY's Digital Mailbox is a document delivery system that allows employees, principal investigators, grants officers, or other designated personnel to quickly and securely submit sensitive and encrypted information to RFCUNY's Office of Human Resources.

The Digital Mailbox is limited to human resources related documents only. Access the mailbox by selecting Digital Mailbox (Human Resources) from the drop-down options under the Electronic Tools tab on the RFCUNY homepage.

For questions contact Human Resources at 212-417-8600.

“Please be aware that the hire process for new hires and rehires remain the same. PI's/Admins, must first contact the Office of Sponsored Programs before placing employees on payroll. Please do not upload new hire or rehire paperwork via this method.”

For hiring procedures, click here.

Research Foundation Announces Time and Leave Administration

In order to enhance the administration of time and leave accruals and leave of absences, the RF have designated a team that will be responsible for all aspects of leave. The Time and Leaves Administration team will handle all inquiries related to time and leave (annual leave, sick leave, unscheduled holidays) and leave of absences (FMLA, Short Term Disability, Paid Family Leave, Maternity Leave, Workers Compensation, etc.).

Please note, the Time and Leaves Administrator designated for John Jay Research Foundation staff is Clark Lantz. His telephone number is (212) 417-8635 and his email is Clark_Lantz@rfcuny.org. (Clark is also on campus Tuesday and Thursday, if you wish to speak to him in person, located in 601.07 BMW.)

Proposal Submissions:

Easy as 1-2-3 Weeks!

Thinking about submitting a proposal? OSP is here to help!
Please contact us as soon as you find a grant opportunity for which you want to apply. Please notify OSP of your intent to apply at least three weeks in advance of the deadline. You may contact OSP at 212-237-8448 or sponsoredprograms@jjay.cuny.edu.
**Summer Salary System is NOW Open for 2018 Activity!**

The Summer Salary System is now open for 2018 activity. You can begin submitting your summer salary appointments. Please make sure you have Summer Salary budgeted for in your RF web reports and have an available balance.

The main sections of the Summer Salary System remain as before:

1. **Appointment**
   
   In this section, you can create the Summer Salary e-PAF. This system’s approval process will follow the same work flow as in the past. The Principal Investigator (PI) creates the e-PAF, the Grants Officer approves their request and the RF Project Administrator (PA) makes the final approval which then allows the e-PAF amount to become encumbered on the sponsored account in question. **The e-PAFs are entered as a one-time lump sum amount per employee per account.**

   To enter a Summer Salary Appointment for the total amount of summer salary for the employee on a particular project:
   
   2. Scroll over Electronic Tools and click on Summer Salary.
   3. Click on Appointment.
   4. Click on Add New Appointment.
   5. Begin to type your project number in and then select it by clicking on it when it appears in the drop down menu.
   6. Begin to type the employee Last Name, First Name and then select it by clicking on it when it appears in the drop down menu.
   7. Enter the encumbrance amount to be paid out (do not include fringe benefits – this is calculated automatically by the system). **Please note effective 6/1/18, Summer Salary Fringe is now 28%**.
   8. Click Preview.
   9. Click Approve.

2. **Payment Authorization**
   
   In this section, “after the fact” payment authorizations can be created and approved. After the RF PA makes their final approval in the “Appointment” process, an email notification will be sent to the PI and the Grants Officer alerting them to this fact. This now means that the “Payment Authorization” process can begin. The PI may then divide this encumbrance total over the six pay periods covering the entire summer period as appropriate (June 1-15, 16-30, July 1-15, 16-31 and August 1-15, 16-26) and then “save” this information. As the time periods become retroactive, these “saved” amounts can be approved by the Principal Investigator and are required to be approved by the Grants Officer. (See the payment schedule for deadlines. Late approvals will be paid out in a following CUNY pay date per the payment schedule.)

   To enter Summer Salary Payment Authorizations:
   
   Log in to [www.rfcuny.org](http://www.rfcuny.org).
   
   1. Scroll over Electronic Tools and click on Summer Salary.
   2. Click on Payment Authorizations.
   3. Click on the employee name to create a Payment Authorization.
   4. Check off the boxes that correspond to the periods for which summer salary was/will be earned.
   5. Enter the amounts in the text boxes per pay period (should total the amount encumbered).
6. Click Save Selected.

Then check the boxes for those period(s) that have been completed, and click Submit Selected. You can save payment authorizations at any time, but you will only be able to submit them on or after the end date of the period.

3) View Pending

In this section, you can check on the status of the appointments and payment authorizations that are pending approval for which you are responsible. The ability to approve, reject, update and recall transactions is available in this section as well.

4) Effort Certification

This section will only be available for use during a 45 day window after the 2018 summer period (6/1/17 – 8/26/18) has fully passed. Principal Investigators will then be able to certify the submitted effort of those with summer salary activity on their account(s) during the 2018 summer period. After the allotted 45 days, this “Effort Certification” section will no longer be active in the system and paper “Summer Salary PAR” submissions along with a letter of explanation from the PI's Dean or Department Chair will be required for the certification of any additional summer salary activity. Please make every effort to certify online before the 45 day window expires.

Sign on to www.rfcuny.org.

Click on the Electronic Tools tab.

Choose Summer Salary from the dropdown menu, or go to https://www.rfcuny.org/summersalary.

Click the Effort Certification icon.

Click the Certify button to the right of the employee. Or use the checkboxes on left side of the screen and click on Certify Selected.

You will see a pop-up box asking for confirmation of your intent. Click Agree to confirm.

NEW FOR SUMMER 2018 – The Summer 2018 period is 6/1/18 to 8/26/18 which will alter the end date of the final Pay Period from “8/16/18 to 8/31/18” to 8/16/18 to 8/26/18”. Per CUNY, this Pay Period’s maximum charge will remain at the usual half month rate (equal to the other five summer salary Pay Periods). Please also note the approval of Payment Authorizations by Principal Investigators and Grants Officers will be allowed two business days before the stated “Payroll Period” end dates (6/13/18, 6/27/18, 7/11/18, 7/27/18, 8/10/18, 8/22/18) during Summer 2018.
**Summer Schedule 2018 for RF Employees**

Summer Schedule for John Jay starts from Monday, June 25, 2018 through Friday, August 10, 2018, excluding the week of July 4th.

Please remember to change your employee’s Regular Work Schedule to the Summer Work Schedule in the Time and Leave System.

In order for an exempt employee to be paid correctly, in accordance with NYS DOL and FLSA requirements, a weekly schedule must be active for the employee’s appointment on the specific project.

**Important:** Accurate payment requires that the correct schedule be activated for each week of the payroll. In the beginning and end of the summer season, as well as for the week of July 4, the pay period may have one week that uses the regular schedule and one week that uses the summer schedule.

Please follow the steps below to help you set up the summer schedule for your employee(s):

**Step 1:** On the first day of the summer schedule: Click on the employee’s name on the summary page in the Time and Leave system.

**Step 2:** Click on ‘Manage Work Schedules’ to create the summer schedule.

**Step 3:** For each week of the 2 week pay period, enter the new schedule in the Summer Hours column and click the ‘Active’ radial button below it to select the summer schedule for that week.

**Step 4:** Click the ‘Save’ button to complete the process.

**Step 5:** *On the last day of the summer schedule: Click the radial button at the bottom of the ‘Regular Hours’ column to de-activate the summer schedule and reinstate the regular schedule.

Visuals of these steps are available by visiting [http://www.rfcuny.org/FilesDirectory/Client%20Services/documents/summer%20schedule%20activation%20manual.pdf](http://www.rfcuny.org/FilesDirectory/Client%20Services/documents/summer%20schedule%20activation%20manual.pdf)

**Please Note:** If your area requires your employee(s) to work at any time during the Summer Friday Schedule, please make sure you are confirming that the employee did in fact work on that Friday, by indicating it in the Comments section of their timesheet before approving.
Participate in RFCUNY e-PAF and e-Timesheet Training Sessions through November 2018

RFCUNY offers training sessions for the web-based e-PAF and Time & Leave systems through November 2018. Grants Officers, principal investigators, timekeepers, and administrative assistants are strongly encouraged to enroll. Participants will learn how to use the systems for processing employee appointments and creating/submitting timesheets.

The following training sessions which will be held at the Research Foundation of CUNY (central office), 230 West 41st Street (between 7th & 8th Avenues), 7th Floor from 9:30 a.m. - 12:00 p.m. Dates

Tuesday, September 11; Tuesday, October 9; Tuesday, November 5

Register here: [https://rfcuny.simplybook.me/v2/](https://rfcuny.simplybook.me/v2/)

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2018 Latina Researchers Conference
“Collective Actions Toward Healing and Change”

Thursday, August 23 – Saturday, August 25, 2018
John Jay College of Criminal Justice | New York City

#LRC2018 #LatinaResearchers

See more information on [Latina Researchers Conference website](http://johnjay.jjay.cuny.edu/acalendar/EventList.aspx?eventidn=11746&view=EventDetails&information_id=31826)
Have you completed REQUIRED training in Responsible Conduct of Research?

**WHO:** All CUNY faculty, staff, postdoctoral scholars, graduate students and undergraduate students involved in research are required to complete training in Responsible Conduct of Research (RCR).

**WHAT:** Responsible Conduct of Research training covers topic such as:

- Research misconduct
- Mentor/trainee responsibilities
- Peer review
- Publication practices
- Responsible authorship
- Data management, sharing, ownership
- Conflict of interest and commitment
- Collaborative science
- Protection of human subjects
- Animal welfare
- Biosafety
- Export control

**WHEN:** All researchers must complete online RCR training within 6 weeks of initiating research activities. The initial online training is good for four years; all researchers must complete a refresher course every four years.

Postdoctoral scholars, in addition to the online training, must complete in-person training within 12 months of completing the online training. CUNY’s Office of the Vice Chancellor for Research offers a half-day RCR training workshop once each academic year and additional as requested by CUNY Colleges or Departments.

**WHERE:** CUNY currently subscribes to online training in Responsible Conduct of Research through www.citiprogram.org. Additional training opportunities are provided for the John Jay community at the request of researchers and faculty, or as scheduled by the Office for the Advancement of Research.

**WHY:** Responsible Conduct of Research covers norms, principles, regulations and rules governing the practice of research. The National Science Foundation (NSF) expects institutions to be able to verify that those students (undergraduates and graduates) and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will obtain RCR training. The National Institutes of Health (NIH) requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research. RCR is increasingly viewed as an essential component of training, regardless of a researcher’s source of funding.

For questions, guidance and training requests, contact:

Lynda Mules, MLA, CIP, CCRC
Associate Director of Research Compliance
lmules@jjay.cuny.edu / 212-237-8914

The Office for the Advancement of Research (OAR) oversees research compliance activities and provides education, training and support on Responsible Conduct of Research, the Human Research Protection Program, Conflict of Interest, and Import/Export Control.

http://www.jjay.cuny.edu/research-compliance
Dr. Deborah Koetzle is an Associate Professor in the Department of Public Management and the Executive Officer (Director) of the Criminal Justice Ph.D. program at John Jay College.

Dr. Koetzle’s research interests center around effective interventions for offenders, problem-solving courts, risk/need assessment, and cross-cultural comparisons of prison-based programs. She is P.I. of a Bureau of Justice Assistance award to the New York City Probation Department ($750,000, sub-award $189,000 to John Jay) to implement and evaluate a specialized supervision unit for 16-24 year-olds in NYC. She is also senior advisor on a US Department of State, Bureau of International Narcotics and Law Enforcement Affairs funded project ($499,974) to provide technical assistance, training, and research to help reduce prison crowding in Salvadoran prisons.

Dr. Koetzle has been working with the New York City Probation department since 2012, when she trained probation officers on the use of standardized risk/need assessments to help determine the level of supervision and services to provide to probationers. In 2015, it was determined that adolescent and young adult offenders (ages 16-24) were significantly more likely to be rearrested than older probationers and were in need of specialized services, which led to the creation of the “Anyone Can Excel” (ACE) unit, implemented in 2016. ACE is a three-stage model of probation supervision; participants receive individualized case plans based on assessment results, participate in cognitive-behavioral groups, and receive transition planning to help ensure post-supervision success. Caseloads are smaller than average and probation officers are trained to enhance participant motivation, provide brief interventions, and help participants develop pro-social skills like problem-solving and decision-making. In addition to providing technical assistance, Dr. Koetzle and Ph.D. candidate Susruta Sudula are engaged in evaluation activities to assess the unit’s effectiveness. They recently completed a process evaluation, finding that the unit is largely operating as designed and that the number of individuals rearrested was lower than expected. They are currently in the beginning stages of an outcome evaluation, which will examine whether ACE participants have lower rates of recidivism than a comparable group of non-ACE participants. This evaluation will be completed in October 2019.

In addition, Dr. Koetzle is working with John Jay professors, Drs. Jeff Mellow (co-PI) and Hung-En Sung, Senior International Officer Mayra Nieves (co-PI), and Ph.D. student Lidia Vasquez on the prison crowding project. Dr. Koetzle and her colleagues have spent 5 weeks in El Salvador and have hired and trained over 50 staff, including 36 Criminological Technical Team (CTT) members. The staff are working in 6 prisons to assist with identifying incarcerated individuals who are eligible for lower security prisons or early release. In April, Drs. Koetzle and Mellow presented on the project at a workshop for penal judges and offered recommendations for incorporating empirically supported factors into their decision-making. As a result of seeing the challenges faced by the Salvadoran prison system, Dr. Koetzle hopes to expand her research to explore whether US-based best practices around treatment and prison management can be successfully used in Latin American prison systems.
Interested in these or any other funding opportunities?

Contact the Office of Sponsored Programs (OSP) early in your proposal development—ideally at least three weeks before the application is due. There are lots of details to discuss and review, such as:

- Budget and allowable costs
- Space usage on campus
- Cost sharing restrictions
- Institutional letters of support
- Research compliance (i.e. Human Subjects and/or Animal Research, Responsible Conduct of Research, Conflict of Interest)
- ...And much more!

National Science Foundation – Funding Opportunities

NSF—Research Coordination Networks (RCN)

Deadline: January 22, 2019

Description: The goal of the RCN program is to advance a field or create new directions in research or education by supporting groups of investigators to communicate and coordinate their research, training and educational activities across disciplinary, organizational, geographic and international boundaries. The RCN program provides opportunities to foster new collaborations, including international partnerships, and address interdisciplinary topics. Innovative ideas for implementing novel networking strategies, collaborative technologies, training, broadening participation, and development of community standards for data and meta-data are especially encouraged. RCN awards are not meant to support existing networks; nor are they meant to support the activities of established collaborations. RCN awards also do not support primary research. Rather, the RCN program supports the means by which investigators can share information and ideas, coordinate ongoing or planned research activities, foster synthesis and new collaborations, develop community standards, and in other ways advance science and education through communication and sharing of ideas. Proposed networking activities directed to the RCN program should focus on a theme to give coherence to the collaboration, such as a broad research question or particular technologies or approaches.

Amount: RCN proposals can be up to 5 years in duration and budgets should not exceed $500,000. Investigators should consult program descriptions on the NSF website and are strongly encouraged (for CISE, required) to contact appropriate program officers to discuss suitability of an RCN idea prior to submitting a proposal.

Link: https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=11691
National Science Foundation – Funding Opportunities (Cont’d)

NSF—Science of Organizations (SoO)

**Deadline:** September 4, 2018

**Description:** Organizations -- private and public, established and entrepreneurial, designed and emergent, formal and informal, profit and nonprofit -- are critical to the well-being of nations and their citizens. They are of crucial importance for producing goods and services, creating value, providing jobs, and achieving social goals. The Science of Organizations (SoO) program funds basic research that yields a scientific evidence base for improving the design and emergence, development and deployment, and management and ultimate effectiveness of organizations of all kinds.

SoO funds research that advances our fundamental understanding of how organizations develop, form and operate. Successful SoO research proposals use scientific methods to develop and refine theories, to empirically test theories and frameworks, and to develop new measures and methods. Funded research is aimed at yielding generalizable insights that are of value to the business practitioner, policy-maker and research communities.

SoO welcomes any and all rigorous, scientific approaches that illuminate aspects of organizations as systems of coordination, management and governance.

**Amount:** Varies across disciplinary research programs.

**Link:** [https://nsf.gov/funding/pgm_summ.jsp?pims_id=504696](https://nsf.gov/funding/pgm_summ.jsp?pims_id=504696)

NSF—Economics

**Deadline:** August 20, 2018

**Description:** The Economics program supports research designed to improve the understanding of the processes and institutions of the U.S. economy and of the world system of which it is a part. This program also strengthens both empirical and theoretical economic analysis as well as the methods for rigorous research on economic behavior. It supports research in almost every area of economics, including econometrics, economic history, environmental economics, finance, industrial organization, international economics, labor economics, macroeconomics, mathematical economics, and public finance.

The Economics program welcomes proposals for individual or multi-investigator research projects, doctoral dissertation improvement awards, conferences, symposia, experimental research, data collection and dissemination, computer equipment and other instrumentation, and research experience for undergraduates. The program places a high priority on interdisciplinary research. Investigators are encouraged to submit proposals of joint interest to the Economics Program and other NSF programs and NSF initiative areas. The program places a high priority on broadening participation and encourages proposals from junior faculty, women, other underrepresented minorities, Research Undergraduate Institutions, and EPSCoR states. The program also funds conferences and interdisciplinary research that strengthens links among economics and the other social and behavioral sciences as well as mathematics and statistics.

**Amount:** Varies across disciplinary research programs.

**Link:** [https://nsf.gov/funding/pgm_summ.jsp?pims_id=5437](https://nsf.gov/funding/pgm_summ.jsp?pims_id=5437)
NSF—Sociology

Deadline: August 15, 2018

Description: The Sociology Program supports basic research on all forms of human social organization -- societies, institutions, groups and demography -- and processes of individual and institutional change. The Program encourages theoretically focused empirical investigations aimed at improving the explanation of fundamental social processes. Included is research on organizations and organizational behavior, population dynamics, social movements, social groups, labor force participation, stratification and mobility, family, social networks, socialization, gender roles, and the sociology of science and technology. The Program supports both original data collections and secondary data analysis that use the full range of quantitative and qualitative methodological tools. Theoretically grounded projects that offer methodological innovations and improvements for data collection and analysis are also welcomed. Click here for information on Strengthening Qualitative Research through Methodological Innovation and Integration. The Sociology Program also funds doctoral dissertation research to defray direct costs associated with conducting research, for example, dataset acquisition, additional statistical or methodological training, meeting with scholars associated with original datasets, and fieldwork away from the student's home campus. See the Sociology Program Doctoral Dissertation Improvement Awards Solicitation for more information on this opportunity.

Amount: Varies across disciplinary research programs

Link: https://nsf.gov/funding/pgm_summ.jsp?pims_id=5369

NSF—Decision, Risk and Management Sciences (DRMS)

Deadline: August 20, 2018

Description: The Decision, Risk and Management Sciences program supports scientific research directed at increasing the understanding and effectiveness of decision making by individuals, groups, organizations, and society. Disciplinary and interdisciplinary research, doctoral dissertation research improvement grants (DDRIGs), and workshops are funded in the areas of judgment and decision making; decision analysis and decision aids; risk analysis, perception, and communication; societal and public policy decision making; management science and organizational design. The program also supports small grants that are time-critical (Rapid Response Research - RAPID) and small grants that are high-risk and of a potentially transformative nature (EArly-Concept Grants for Exploratory Research - EAGER).

Funded research must be grounded in theory and generalizable. Purely algorithmic management science proposals should be submitted to the Operations Engineering (OE) Program rather than to DRMS.

Amount: Varies across disciplinary research programs

Link: https://nsf.gov/funding/pgm_summ.jsp?pims_id=5423
**NSF—Law & Social Sciences (LSS)**

**Deadline:** January 15, 2019

**Description:** The Law & Social Sciences Program considers proposals that address social scientific studies of law and law-like systems of rules. The Program is inherently interdisciplinary and multi-methodological. Successful proposals describe research that advances scientific theory and understanding of the connections between law or legal processes and human behavior. Social scientific studies of law often approach law as dynamic, made in multiple arenas, with the participation of multiple actors. Fields of study include many disciplines, and often address problems including though not limited to:
1. Crime, Violence and Punishment
2. Economic Issues
3. Governance
4. Legal Decision Making
5. Legal Mobilization and Conceptions of Justice Litigation and the Legal Profession

**Amount:** Award amounts vary based on the scope of the proposed project.

**Link:** [https://nsf.gov/funding/pgm_summ.jsp?pims_id=504727](https://nsf.gov/funding/pgm_summ.jsp?pims_id=504727)

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**NSF—International Research Experiences for Students (IRES)**

**Deadline:**
- Track-I: IRES Sites – September 11, 2018
- Track-II: Advanced Studies Institutes – September 18, 2018
- Track-III: New Concepts in International Graduate Experience – September 25, 2018

**Description:** The International Research Experiences for Students (IRES) program supports international research and research-related activities for U.S. science and engineering students. The IRES program contributes to development of a diverse, globally-engaged workforce with world-class skills. IRES focuses on active research participation by undergraduate or graduate students in high quality international research, education and professional development experiences in NSF-funded research areas.

IRES projects contribute to the development of a globally competitive and diverse scientific workforce for increased U.S. economic competitiveness. IRES experiences expose U.S. students to the international research community at a critical stage in their careers and serve to establish international networks to bolster their professional development. IRES supports activities designed in partnerships with researchers outside the U.S. and conducted at international sites, leveraging U.S. and international resources for mutual benefit.

The IRES program accepts projects in any disciplinary field that NSF supports. Topics in multi-disciplinary and convergent areas of research, training and professional development are encouraged. The IRES program strengthens the pipeline from undergraduate to graduate and beyond. In addition, K-12 teachers may take part in IRES Track-I projects through the NSF Research Experience for Teachers (RET) program. IRES projects in all three tracks are organized and proposed by U.S. institutions and U.S.-based Principal Investigators who choose the topics and foreign site placements; appropriate foreign mentorship and necessary resources; and recruit and prepare U.S. students to participate in the experiences.

**Amount:** Varies across the various program tracks. Please see funding opportunity for specific amounts.

NSF—Social Psychology

**Deadline:** January 15, 2019

**Description:** The Social Psychology Program at NSF supports basic research on human social behavior, including cultural differences and development over the life span. Among the many research topics supported are: attitude formation and change, social cognition, personality processes, interpersonal relations and group processes, the self, emotion, social comparison and social influence, and the psychophysiological and neurophysiological bases of social behavior. The scientific merit of a proposal depends on four important factors: (1) The problems investigated must be theoretically grounded. (2) The research should be based on empirical observation or be subject to empirical validation. (3) The research design must be appropriate to the questions asked. (4) The proposed research must advance basic understanding of social behavior.

**Amount:** Award amounts vary based on the scope of the proposed project.

**Link:** [https://nsf.gov/funding/pgm_summ.jsp?pims_id=5712](https://nsf.gov/funding/pgm_summ.jsp?pims_id=5712)

NSF—Developmental Sciences (DS)

**Deadline:** January 15, 2019

**Description:** DS supports basic research that increases our understanding of cognitive, linguistic, social, cultural, and biological processes related to human development across the lifespan. Research supported by this program will add to our knowledge of the underlying developmental processes that support social, cognitive, and behavioral functioning, thereby illuminating ways for individuals to live productive lives as members of society.

DS supports research that addresses developmental processes within the domains of cognitive, social, emotional, and motor development across the lifespan by working with any appropriate populations for the topics of interest including infants, children, adolescents, adults, and non-human animals. The program also supports research investigating factors that affect developmental change including family, peers, school, community, culture, media, physical, genetic, and epigenetic influences. Additional priorities include research that: incorporates multidisciplinary, multi-method, microgenetic, and longitudinal approaches; develops new methods, models, and theories for studying development; includes participants from a range of ethnicities, socioeconomic backgrounds, and cultures; and integrates different processes (e.g., memory, emotion, perception, cognition), levels of analysis (e.g., behavioral, social, neural), and time scales.

**Amount:** A typical project funded through the DS program is approximately 3 years in duration with a total cost, including both direct and indirect costs, between $100,000 and $200,000 per year.

**Link:** [https://nsf.gov/funding/pgm_summ.jsp?pims_id=8671](https://nsf.gov/funding/pgm_summ.jsp?pims_id=8671)
NIH—Academic Research Enhancement Award (Parent R15)

**Deadline:** October 25, 2018; February 25 and June 25, 2019

**Description:** The purpose of the Academic Research Enhancement Award (AREA) program is to stimulate research in educational institutions that provide baccalaureate or advanced degrees for a significant number of the Nation's research scientists, but that have not been major recipients of NIH support. AREA grants create opportunities for scientists and institutions, otherwise unlikely to participate extensively in NIH research programs, to contribute to the Nation's biomedical and behavioral research effort. AREA grants are intended to support small-scale research projects proposed by faculty members of eligible, domestic institutions, to expose students to meritorious research projects, and to strengthen the research environment of the applicant institution.

**Amount:** Applicants may request up to $300,000 in direct costs plus applicable Facilities & Administrative for the entire project period of up to 3 years. The maximum project period is 3 years.


NIH—Academic Research Enhancement Award (AREA) for Undergraduate-Focused Institutions (R15)

**Deadlines:** October 25, 2018; February 25 and June 25, 2019

**Description:** The purpose of this Academic Research Enhancement Award (AREA) for Undergraduate-Focused Institutions is to: (1) provide support for meritorious research at undergraduate-focused institutions or institutional components; (2) strengthen the research environment at these institutions/components; and (3) give undergraduate students an opportunity to gain significant biomedical research experience through active involvement in the research. The AREA program will enable qualified scientists to receive support for small-scale research projects. It is anticipated that investigators supported under the AREA program will benefit from the opportunity to conduct independent research; that the grantee institution will benefit from a research environment strengthened through AREA grants; and that students at recipient institutions will benefit from exposure to and participation in scientific research in the biomedical sciences so that they consider careers in biomedical research. This AREA FOA emphasizes the engagement and inclusion of undergraduates in research. The research project must involve undergraduate students and the research team must be composed primarily of undergraduate students. Student involvement in research may include participation in the design of experiments and controls, collection and analysis of data, execution and troubleshooting of experiments, presentation at meetings, drafting journal articles, collaborative interactions, participation in lab meetings to discuss results and future experiments, etc. The AREA program is a research grant program, not a training or fellowship program, and, as such, applications should not include training plans such as didactic training or non-research activities relating to professional development. Inclusion and support of masters and doctoral candidates in these research projects are allowable, but should be carefully considered. In all cases, the majority of students conducting research through the award must be undergraduates.

**Amount:** Up to $300,000 in direct costs for the entire project period of up to 3 years.

NIH—Alcohol and Other Drug Interactions: Unintentional Injuries and Overdoses: Epidemiology and Prevention (R01/R03/R21 - Clinical Trial Optional)

Deadline: October 5, 2018; February 5 and June 5, 2019 (R01); October 16, 2018; February 16 and June 16, 2019 (R03/R21)

Description: The purpose of this funding announcement issued by the National Institute on Alcohol Abuse and Alcoholism (NIAAA) is to encourage research grant applications that explore whether and how alcohol and other illicit drugs or illicitly used prescription drugs interact to contribute to unintentional injuries and poisonings as well as violent behavior and suicide and how to prevent and/or reduce simultaneous use of alcohol and drugs and their consequences.

Amount: Funding amounts and project periods vary based on the activity code. Please review the respective funding opportunity announcement for specific details.


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NIH—Support for Conferences and Scientific Meetings (Parent R13)

Deadline: December 12, 2018; April 12 and August 12, 2019

Description: This opportunity supports high quality scientific conferences that are relevant to the NIH's mission and to the public health. A conference is defined as a symposium, seminar, workshop, or any other organized and formal meeting, whether conducted face-to-face or via the internet, where individuals assemble (or meet virtually) for the primary purpose to exchange technical information and views or explore or clarify a defined subject, problem, or area of knowledge, whether or not a published report results from such meeting. The NIH recognizes the value to members of the research community and all other interested parties in supporting such forums.

A critical part of the application for NIH conference support is the documentation of appropriate representation of individuals from nationally underrepresented groups in the planning and implementation of, and participation in, the proposed conference. This includes selection of organizing committee members, speakers, and other invited participants, such as session chairs and panel discussants as well as general attendance. Underrepresented groups include individuals from nationally underrepresented racial and ethnic groups, individuals with disabilities, individuals from disadvantaged backgrounds, and women. "Appropriate representation" can be determined by reviewing the availability of scientists from nationally underrepresented groups known to be working in a particular field of biomedical or behavioral research to the anticipated geographic conference area. If the application does not reflect appropriate representation, no award will be issued until program staff members are assured of concerted, effective recruitment and outreach efforts.

Amount: Application budgets are not limited but need to reflect the actual needs of the proposed project. The appropriate [NIH Conference Grant Contact](https://grants.nih.gov/grants/guide/pa-files/PA-18-648.html) should be consulted for guidance regarding any IC-specific budget limitations.

NIH—Small Research Grant Program (R03)

**Deadlines:** October 16, 2018; February 16 and June 16, 2019

**Description:** The NIH Small Research Grant Program supports discrete, well-defined projects that realistically can be completed in two years and that require limited levels of funding. This program supports different types of projects including, but not limited to, the following:

- Pilot or feasibility studies;
- Secondary analysis of existing data;
- Small, self-contained research projects;
- Development of research methodology; and
- Development of new research technology.

Applications are assigned to participating Institutes and Centers (ICs) based on receipt and referral guidelines and many applications are assigned to multiple participating ICs with related research interests. Applicants are encouraged to identify a participating IC that supports their area of research via the [R03 IC-Specific Scientific Interests and Contact website](https://grants.nih.gov/grants/guide/pa-files/PA-18-488.html) and contact Scientific/Research staff from relevant ICs to inquire about their interest in supporting the proposed research project.

**Amount:** Application budgets are limited to $50,000 in direct costs per year for a maximum of two years.


NIH—Prescription Drug Abuse (R01 Clinical Trial Optional)

**Deadline:** October 5, 2018; February 5 and June 5, 2019 (R01)

**Description:** Prescription drug abuse is a major public health concern. The 2011 National Survey on Drug Use and Health (NSDUH) published by the Substance Abuse and Mental Health Services Administration reports an estimated 6.1 million persons age 12 and over, or 2.4 percent of the United States population, were current (last month) nonmedical users of prescription-type psychotherapeutic drugs. Among these persons, approximately 4.5 million reported nonmedical use of pain relievers, 1.8 million reported nonmedical use of tranquilizers, and 970,000 reported nonmedical use of stimulants. Abuse of prescription medications ranks second in prevalence, after marijuana, among illicit drug users. From 2002 to 2011, the number of persons receiving specialty treatment for a problem with nonmedical use of pain relievers increased from approximately 199,000 to 438,000. In addition, unintentional poisoning deaths involving prescription pain relievers has more than quadrupled from 1999 through 2014 and now outnumber combined deaths involving heroin and cocaine.

**Amount:** The number of awards is contingent upon NIH appropriations and the submission of a sufficient number of meritorious applications. Application budgets are not limited but need to reflect the actual needs of the proposed project.

**NIH—Support of Competitive Research (SCORE) (SC1/SC2/SC3)**

**Deadline:** January 25 and May 25, 2019

**Description:** To achieve its mission of improving health, the National Institutes of Health must recruit and train outstanding individuals for the biomedical workforce. Underrepresentation of certain groups, e.g., from certain racial and ethnic groups, women, and individuals with disabilities in science, technology and engineering fields increases throughout the training stages and it is more pronounced in the biomedical research workforce. In addition, it is particularly difficult for some underrepresented groups to achieve success in receiving NIH funding. A more recent analysis of NIH data showed that award probabilities are correlated with NIH-funding rank of the applicant’s institution and are a reflection of the infrastructure advantages enjoyed by the most research intensive institutions. Therefore, there is a continued need to broaden opportunities for faculty research career enhancement at under-resourced institutions, particularly those that train and serve the underrepresented groups as defined in NOT-OD-15-053, in order to enhance their research competitiveness and productivity, capitalize on their innovative ideas and distinct perspectives, augment the diversity of the biomedical research workforce, and foster their long-term involvement in NIH-funded research and the research enterprise of the nation.

The Support of Competitive Research (SCORE) program provides research capacity building support to under-resourced institutions with limited NIH R01 funding that have explicitly stated historical missions or historical track records focused on training and graduating students from backgrounds nationally underrepresented in biomedical research with B.S./B.A., M.S. or Ph.D. degrees in biomedically-related sciences, who represent an invaluable source of untapped talent. These institutions include those that have: 1) an explicitly stated historical mission or a demonstrated historical track record in educating students from underrepresented groups in biomedical research including underrepresented racial and ethnic groups (i.e., African Americans, Hispanic Americans, American Indians, Alaska Natives, Native Hawaiians and other natives of U.S. Pacific Islands), 2) an explicitly stated historical mission or a demonstrated historical track record of training and graduating substantial numbers of undergraduate students from financially disadvantaged backgrounds, and 3) an explicit mission or a demonstrated historical track record of educating students with disabilities.

The SCORE program offers opportunities for faculty research career enhancement, which are expected to increase their research competitiveness and productivity and enable their transition to non-SCORE support.

The SCORE program offers three distinct support mechanisms for individual investigator-initiated biomedical or behavioral research projects of different scope and for different program director/principal investigators (PD/PIs) developmental levels:

- **Research Advancement Award (SC1)** is for investigators with a track record of research activity who are seeking to enhance their research productivity in order to transition to non-SCORE support in a limited period of time.

- **Pilot Project Award (SC2)** is for those who are at the beginning stages of a research career, applying for their first independent award, and who are interested in testing a new idea, or generating preliminary data.

- **The Research Continuance Award (SC3)** is for those investigators who have been engaged in scholarly research and published, and who seek to continue to conduct competitive research of limited scope to increase their publications and eventually transition to non-SCORE support.

**Amount:** Funding amounts and project periods vary based on the activity code. Please review the respective funding opportunity announcement for specific details.

**Link:**
Current Funding Opportunities from Various Sponsors

William T. Grant Foundation—Research Grants

Deadline: January 9, 2019 (letter of inquiry—required)

Description: The research grants program supports high-quality field-initiated studies that are relevant to policies and practices that affect the lives of young people ages 5 to 25 in the United States. Proposed research must address questions that align with one of the Foundation’s two focus areas. Research proposals are evaluated on the basis of their fit with a given focus area; the strength and feasibility of their designs, methods, and analyses; and their potential to inform change and contribute to bodies of knowledge that can improve the lives of young people.

The Foundation does not have a preference for a particular research design or method. They begin application reviews by looking at the research questions or hypotheses. Then they evaluate whether the proposed research designs and methods will provide empirical evidence on those questions. The strongest proposals incorporate data from multiple sources and often involve multi-disciplinary teams.

Researchers interested in applying for research grants must select one focus area:

Reducing Inequality
Supports research to build, test, and increase understanding of approaches to reducing inequality in youth outcomes, particularly on the basis of race, ethnicity, economic standing, or immigrant origin status. We are interested in research on programs, policies, and practices to reduce inequality in academic, social, behavioral, and economic outcomes.

Improving the Use of Research Evidence
Supports research to identify, build, and test strategies to ensure that research evidence reaches the hands of decision makers, responds to their needs, and is used in ways that benefit youth. We are particularly interested in research on improving the use of evidence by state and local decision makers, mid-level managers, and intermediaries.

Amount: Research grants about reducing inequality typically range between $100,000 and $600,000 and cover two to three years of support. Research grants about improving the use of research initiative will range between $100,000 and $1,000,000 and cover two to four years of support. Projects involving secondary data analysis are at the lower end of the budget range, whereas projects involving new data collection and sample recruitment can be at the higher end. Proposals to launch experiments in which settings (e.g., classrooms, schools, youth programs) are randomly assigned to conditions sometimes have higher awards.

For smaller projects, the Foundation has a separate funding mechanism, Officers’ Research grants. These awards cover budgets up to $50,000. Some are stand-alone projects that fit our research focus areas; others build off of larger projects. Junior scholars of color are encouraged to apply for these grants as a way to build their research programs.

Link: http://wtgrantfoundation.org/grants/research-grants
Current Funding Opportunities from Various Sponsors (Cont’d)

Alfred P. Sloan Foundation—Major Program Areas Grants

Deadline: Letters of inquiry are accepted at anytime.

Description: The Alfred P. Sloan Foundation makes grants in nine broad subject matters, known within the Foundation as major program areas. (1) Sloan Research Fellowships - Annual awards to 126 of the most promising early-career scholars in eight scientific and technical fields. (2) STEM Research - Grants to support original, high-quality research in the natural sciences, engineering, and mathematics. (3) STEM Higher Education - Grants to improve the quality and diversity of higher education in science, technology, engineering and mathematics. (4) Public Understanding of Science, Technology, & Economics - Grants to expand the public understanding of science and technology through the use of books, radio, film, television, theater, and new media. (5) Digital Information Technology - Grants to advance the creation, dissemination, and democratization of access to knowledge through the use of new developments in digital information technology. (6) Economics - Grants to support original, high quality research and programs to enhance U.S. economic performance and the quality of American life. (7) Energy and Environment - Grants to advance our understanding of the economic, environmental, security, and policy trade-offs associated with the increased deployment of low- and no-carbon resources and technologies and the resulting impacts on the quality of American life. (8) Select Issues - Grants that support unique opportunities or projects that advance a significant interest related to the Foundation’s mission but not directly covered by other Foundation grant making programs. (9) Civic Initiatives - Grants for projects that benefit the New York City metropolitan area in ways consonant with the Foundation’s mission.

Amount: Award sizes varies by program area.

Link: http://www.sloan.org/major-program-areas/

Public Welfare Foundation—Social Justice Programs

Deadline: Letters of intent are accepted throughout the year.

Description: The Public Welfare Foundation supports efforts to advance justice and opportunity for people in need. The Foundation looks for strategic points where its funds can make a significant difference and improve lives through policy change and system reform. The fund focuses on three program areas: Criminal Justice, Juvenile Justice and Workers’ Rights.

Amount: Awards vary by project needs.

Link: http://www.publicwelfare.org/grants-process/program-guidelines/
**The Nathan Cummings Foundation**

**Deadline:** Letter of inquiries are accepted on a rolling basis and are reviewed by NCF staff within 60 days.

**Description:** In order to address inequality, the Foundation will invest in work with strong potential to create pathways to economic opportunity, particularly for women and people of color, and that takes seriously the need to: improve quality of life for the poor; move toward greater equality of opportunity, meaning that where someone is born on the income distribution would not limit their chances to move up; and challenge structures and ideas that allow a vastly disproportionate share of the nation’s wealth to be concentrated in the hands of a few.

The Foundation will address climate change as a consequence of progress in human development and economic prosperity, and will fund promising work that helps activate American ingenuity in pursuit of three interrelated goals: increasing access to modern energy for the world’s poor; stabilizing greenhouse gas concentrations in the atmosphere at a low level; and improving resilience for those most vulnerable to the negative consequences of climate variability and change.

**Amount:** Award amounts vary based on the scope of the proposed project.

**Link:** [http://ncf.org/how-apply](http://ncf.org/how-apply)

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**Oak Foundation—Grants**

**Deadline:** Letters of inquiry are accepted at anytime.

**Description:** We fund a variety of time-bound projects, core costs, technical assistance and collaborative activities. Each program has its own funding criteria, geographic scope and requirements.

While each program has its own areas of focus, as a whole, we adhere to seven funding principles. These include funding initiatives that:

- target root causes of problems
- are replicable either within a sector or across geographical locations
- include plans for long-term sustainability
- strive to collaborate with like-minded organizations
- demonstrate good financial and organizational management
- value the participation of people (including children) and communities and
- have secured co-funding.

**Amount:** $25,000

**Link:** [http://oakfnd.org/content/8237](http://oakfnd.org/content/8237)
The Spencer Foundation—Small Research Grants

**Deadline:** November 1, 2018

**Description:** The Small Research Grants program is intended to support education research projects with budgets of $50,000 or less. In keeping with the Spencer Foundation's mission, this program aims to fund academic work that will contribute to the improvement of education, broadly conceived.

Historically, the work we have funded through these grants has spanned a range of topics and disciplines, including education, psychology, sociology, economics, history, and anthropology, and they employ a wide range of research methods. The following examples of recently funded small grants illustrate the diversity of what they support:

- an experimental study of how college students use visual representations in solving math problems
- a study exploring the process of racial and rural identity formation among African American high-school students who attend de facto segregated schools in the rural South
- a mixed-methods study focusing on the different types of knowledge novice and experienced teachers draw on in teaching for reading comprehension.

**Amount:** Up to $50,000.

**Link:** [http://www.spencer.org/small-research-grants](http://www.spencer.org/small-research-grants)

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The Spencer Foundation—Lyle Spencer Research Awards: Advancing Understanding of Education Practice and Its Improvement

**Deadline:** October 2, 2018 (letter of intent – required)

**Description:** The Lyle Spencer Research Awards Program is intended to support intellectually ambitious research oriented to improving the practice of education, independent of any particular reform agendas or methodological strictures. It supports projects with budgets up to $1 million. In this program, we envision a large-minded conception of educational practice that encompasses formal and informal learning as well as the institutional, policy, and normative frameworks that influence and are influenced by learning and developmental processes. Moreover, we recognize learning occurs across settings—from the classroom to the workplace and even onto the playing field—any of which may, in the right circumstance, provide the basis for rewarding study.

**Amount:** Up to $1,000,000

**Link:** [https://www.spencer.org/lyle-spencer-research-awards](https://www.spencer.org/lyle-spencer-research-awards)
Current Funding Opportunities from Various Sponsors-(Cont’d)

James S. McDonnell Foundation—Collaborative Activity Awards

**Deadline:** Proposals are accepted at anytime.

**Description:** The Foundation offers Collaborative Activity Awards to initiate interdisciplinary discussions on problems or issues, to help launch interdisciplinary research networks, or to fund communities of researchers/practitioners dedicated to developing new methods, tools, and applications of basic research to applied problems. In each case the focus of the collaborative activity must meet the program guidelines for one of the following program areas:

- Studying Complex Systems
- Understanding Human Cognition
- Mathematical & Complex Systems Approaches for Brain Cancer

**Amount:** The budgets for collaborative activities will vary greatly depending on the scope of the proposed problem or project and on the number of people involved. The Foundation recognizes that funding must be appropriate to an activity's specific scope and needs. It also recognizes that organizing and implementing such an activity can be exceedingly time consuming.

**Link:** [https://www.jsmf.org/apply/collaborative/](https://www.jsmf.org/apply/collaborative/)

CUNY Internal Funding Opportunities

Joint CUNY-RFCUNY Faculty Travel Program

**Deadline:** Applications are accepted on a rolling basis.

**Description/Amount:** The Faculty Travel for Research Program is aimed to promote research and scholarly creativity across the University. The program is available to tenured and tenure-track faculty and to full-time faculty engaged in full-time research. Faculty travel supported under this program is not designed to fund 100% of the expenses but rather to assist them by defraying a significant portion of the travel costs. Faculty and researchers are also expected to explore and utilize other mechanisms to fund their trips from campus and other sources.

**Guidelines for Application:** The program will support out-of-town travel to develop distinct grant research proposals with evidence that the research effort has been well developed and thought out for submission to either federal agencies or private sponsors. If support is requested for multiple travelers to attend the same meeting, a single application must justify each traveler’s participation. Travelers are encouraged to visit multiple agencies or program managers in the same trip, especially when traveling to Washington, DC. Faculty and researchers are eligible for support for one trip in the most current fiscal-year period. Faculty will be reimbursed up to a maximum of $750 for funding opportunity travel. This support may be used for economy class transportation, lodging, and meal costs not provided by other sources of support.

This program is not intended to provide funding for resources and/or support that are offered within the CUNY system, nor provide funding for attendance at conferences, workshops or meetings that can be conducted over the phone, online, or via Skype.

**Link:** [https://www.rfcuny.org/RFWebsite/principal-investigators/explore-pre-award-resources/travel-grants-for-research/](https://www.rfcuny.org/RFWebsite/principal-investigators/explore-pre-award-resources/travel-grants-for-research/)
# Office of the Advancement of Research’s (OAR) Internal Funding Opportunities

## NOTE:
The Office for the Advancement of Research (OAR) is dedicated to working with faculty in the pursuit of their research and scholarly goals, and is available to assist faculty in grant-seeking and publication activities. Faculty members are encouraged to consult with OAR on any aspect of these processes. OAR promotes faculty success through several funding programs. Applications to all programs are accepted on a rolling basis (with the exception of the Senior Scholar Release Program, for which applications are accepted between Feb 15th and March 30th). Applications are reviewed during the first full week of each calendar month, with decisions returned to applicants by the second Thursday of each calendar month. Funding is offered through the following programs listed below:

For more information on Internal Funding, please visit us at: [http://www.jjay.cuny.edu/internal-funding-opportunities](http://www.jjay.cuny.edu/internal-funding-opportunities)

## Seed Money Requests
### Description:
Funds are available to support pilot or preliminary work necessary to pursue a major grant application to an external funding agency. Funds may be requested to undertake a pilot study to gather background data toward supporting a major proposal. Funds may also be requested to conduct planning activities or support the writing of a major proposal. **Funds are limited to $2,000 per request.** Faculty requesting Seed Money will need to submit to an external funding program within one (1) year of receiving funding, and must revise and resubmit the proposal at least one time (to the same or an alternative external funding program) if the original proposal is not funded. To make a request to the Seed Money program, faculty must submit a two page project summary to OAR. This summary should justify the seed request, detail the funding agency being targeted and the nature of the planned proposal, and provide a detailed budget. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with Seed Money clearly indicated in the subject line.

## Open-Access Publication Funding
### Description:
Funds are available to faculty who wish to publish articles in open-access format in major, peer-reviewed, scholarly journals. Once a manuscript is accepted for publication, faculty must submit a request to OAR with the journal name, a copy of the acceptance letter, and a brief description of the journal quality and reach. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with Open-Access Publication clearly indicated in the subject line. **Funding is limited to $1,000 per request.**

## Faculty Scholarship Funding
### Description:
Funds are available to support efforts related to the publication of a significant work of scholarship or the mounting of a creative work such as a performance, art exhibition, musical composition, etc. **Funds are limited to $1,500 per request,** and can be used for the purpose of travel to libraries, archives, or other sites for data collection; purchase of software or equipment required for analysis; costs related to the mounting of creative works, etc. Funds are not intended to support release time or conference travel. Faculty requesting Faculty Scholarship Funding must publish (as a book or in a peer-reviewed journal) or produce the results of the funded work within one (1) year of receiving funding. To make a request to the Seed Money program, faculty must submit a two-page project summary to OAR. This summary should justify the need for funding, describe the intended scholarly outcome, and provide a detailed budget. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with Scholarly Output Funding clearly indicated in the subject line.

## Proposal Pre-Review
### Description:
To improve the quality of external grant proposals and their likelihood of success, OAR makes funds available for faculty to obtain external reviews of grant proposals, prior to their submission to an agency or funding organization. Requests must be made in writing to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with Proposal Pre-Review clearly indicated in the email subject line. Please include a summary of the grant application to be reviewed, along with a potential reviewer’s name, title, affiliation(s), and a brief (one sentence) description of her qualifications. Faculty are responsible for identifying and handling all communications with the peer reviewer, and the request must be sent at least five weeks before the grant deadline in order to be considered. OAR **will provide an honorarium of $250 (limited to one review per grant application),** which will be paid directly to the peer reviewer to incentivize her work. The PI must submit a copy of the external review to OAR at least two weeks prior to the grant application deadline in order for the honorarium to be paid.

## Book Publication Funding
### Description:
The Office for the Advancement of Research wishes to support faculty authors who are in the process of publishing books (as a single-author/editor or first-author/editor) with high-quality, reputable presses. OAR will reimburse the author up to $1,000 to pay page fees, indexing fees, image rights, etc. Once a book proposal is accepted for publication, faculty must submit a request to OAR with (1) the original proposal, (2) a copy of the publication contract, (3) a brief description of the publisher’s quality and reach, and (4) copies of receipts or invoices for the services to be funded. Applications will not be considered in the absence of receipts or invoices totaling the full amount of funding requested. Please note that contracts in which the author receives an advance of any amount are not eligible for this funding program. Requests should be submitted in electronic form to OAR ([oar@jjay.cuny.edu](mailto:oar@jjay.cuny.edu)) with Book Publication clearly indicated in the subject line.
The Office for the Advancement of Research's Internal Funding Programs Cont’d

Community Event Funding

**Description:** The OAR will fund scholarly or creative events to be held at John Jay College that are free of charge and open to faculty or the John Jay Community as a whole. Faculty requesting funding should submit a 2-3 page proposal in electronic form to OAR (oar@jjay.cuny.edu) with Collaborative and Community Project Funding clearly indicated in the subject line. Successful requests will include either (1) a description of the collaborative project, planned scholarly outcomes and external funding applications, and a detailed budget with justifications for why funding is needed; or (2) a detailed description of the planned events or opportunities, along with a budget and a clear rationale for how the John Jay community stands to benefit. **Average funding is expected to range from $1,000 to $1,500.**

Enhanced Travel Funding

**Description:** The OAR will fund major travel opportunities with the potential to have a significant impact on a faculty scholar’s trajectory. Examples include personally invited talks, special workshops or trainings, keynote addresses at major conferences, etc. Travel to present papers accepted as part of a public call or invitation to a standard academic conference is not eligible. **Requests are limited to $1,000 per faculty member.** In order to apply, please submit requests in electronic form to OAR (oar@jjay.cuny.edu) with Enhanced Travel Funding clearly indicated in the subject line. Successful requests will include (1) a justification for the funding need that clearly differentiates the travel opportunity from the general round of academic conferences in your discipline; (2) a personal letter of invitation detailing the expected parameters of your participation; and (3) an accompanying explanation from your department chair as to why they are unable to fund the opportunity through the departmental travel allocation.

Emergency Fund Program

**Description:** Support is available for research or other scholarly activities that specifically address a need that is urgent and/or time sensitive in nature. This may include support for research on disasters or other unanticipated events for which a rapid response is critical. Emergency funds may also be requested for events that could not be anticipated in the normal course of research, for example, new legislative funding priorities that are time-sensitive in nature, cuts to a grant budget that may severely impact performance, etc. Emergency Funds are not appropriate for needs that could have been anticipated in the normal course of research. To make a request to the Emergency Fund, faculty must submit a one-page project summary electronically to OAR (oar@jjay.cuny.edu) with Emergency Funds clearly indicated in the subject line) detailing the nature of the research planned and reason the project qualifies for emergency funds, including a detailed budget. **Average funding is expected to be $3,000.**

Senior Scholar Release Program

**Description:** This program is intended for tenured Associate and full Professors who are working toward a major scholarly outcome or creative project and have no other sources of course release. **The fund provides 1-2 courses of release time** to be used in the subsequent academic year (or, in the case of Fall applications, the following semester). Applications for release during the 2018-19 Academic Year are due March 30, 2018; if any courses of release time remain unallocated, an additional round of applications for Spring 2018 will be accepted during the Summer with a deadline of September 30, 2018. These funds cannot be used for Summer Salary or any support other than course release time during the semester designated in the original application. Faculty must submit a two- to five-page project summary to the Office for the Advancement of Research, detailing the nature of the scholarship planned and the reason the project requires the requested amount of course release time. Requests should be submitted in electronic form to OAR (oar@jjay.cuny.edu) with Scholar Release Program clearly indicated in the subject line.

In addition to these funding programs, OAR also has several competitive Award programs that recognize faculty scholarship and fund competitive research proposals, including: the Faculty Scholarly Excellence Award Program, the Collaborative Research Award Program, the Faculty Mid-Career Research Support Program, and the Donal EJ MacNamara Junior Faculty Award. To find out more about these Award programs please visit the Research page on the John Jay.
OSP Tip of the Month:

Best Practices regarding Faculty Release Time on Sponsored Projects:

1. Inform Department Chairperson before submissions: Discuss with your chairperson prior to submitting a grant proposal, particularly if it includes release time. Discuss the number of courses you will be requesting, and what your plans would be to use them, if funded.

2. Plan with your Chairperson when you are notified of an award: If your proposal is funded, inform your chairperson immediately. Work with him/her to create a plan for which semesters you will charge/use each course release.

3. Inform the Office of Sponsored Programs: Contact OSP with your release time plan early on. You will need to complete a Staff Effort Notice Form to bill your grant for your course release. You should complete this form as early as possible, prior to the semester that you plan to use the course release. You will need to justify in writing any late Staff Effort Notice submissions. Please submit the Staff Effort Notice to the Office of Sponsored Programs for approval.

4. Confirm with your Department and Academic Affairs: Once you submit the Staff Effort Notice, inform your department and Academic Affairs contacts of the RF project account #, the semester the course is to be taken, number of courses/credits, and any other information you think they may need regarding your release time.

If you have any questions regarding release time, please contact Ms. Manelle Pyronneau from Office of Sponsored Programs at mpyronneau@jjay.cuny.edu or 212-237-8467.